

Dear <Insert Manager Name>,

Please accept this letter as application for approval to attend the TIP Technologies User Conference (TUG 2019) on April 2-4, in Las Vegas, Nevada.

TUG 2019 is an annual networking event and is expected to draw up to 100 TIPQA users from across the country. The three-day conference will offer three tracks of content, access to TIP Technologies support experts and executives, and the chance to talk to fellow TIPQA users about how they're using the solution to improve quality and meet business challenges. I feel I will have the opportunity to expand my knowledge and proficiency with TIPQA and return with some new ideas on how to apply the application to meet our quality objectives.

Some of the top benefits of TUG include:

- Learn what is included in the latest TIPQA release
- Review best practices in quality management
- Opportunity to speak with subject matter experts to get answers to personalized questions
- Learn what is planned for future TIPQA releases
- Fun, networking opportunities that encourage sharing of experiences in quality management
- Access to conference proceedings to share with other members of the team following conference

Pricing for TUG is as follows:

Early-Bird Rate: \$1495 per person (registrations received before 1/31)

Preconference Rate: \$1695 per person (registrations received before 2/28)

Standard Rate: \$1895 per person (registrations received after 2/28)

Hotel room rate: \$99/night + tax + \$37 resort fee

Conference registration includes access to all conference sessions and discussion groups, access to the open lab, reception on Tuesday evening, breakfast, lunch, dinner and breaks on Wednesday and Thursday, dinner on Thursday, and access to social events.

I believe TUG 2019 is a reasonable investment and would be beneficial to our organization. To learn more about the event, feel free to visit the conference website at www.tiptech.com/tug.

Please let me know if you have any questions. I would be happy to discuss this opportunity further at your convenience.

Thank you for your consideration,

<Name>